
[INSERT SCHOOL DISTRICT LETTERHEAD]

[DATE]

Dear Parent/Guardian:

We are pleased to inform you that all children attending [INSERT NAME OF SCHOOL] will receive [breakfast/lunch] at no charge during school year **2013-2014** unless otherwise notified. [INSERT NAME OF SCHOOL] will be participating in a special provision offered by the United States Department of Agriculture (USDA) that affects the traditional operating procedures of the National School Lunch Program (NSLP). Under this provision, it is not necessary to distribute household applications among families with children in attendance. We appreciate your cooperation in previous years and will notify you of any changes to the program in future years.

If you have other questions, call [INSERT PHONE NUMBER].

Si tiene preguntas, por favor llame al teléfono: [INSERT PHONE NUMBER].

Sincerely,

[INSERT NAME]

[INSERT TITLE]